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Job details

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Bulletin
Number 19271BR

Type of
Recruitment Transfer Opportunity

Department Mental Health

Position Title SENIOR DEPARTMENTAL PERSONNEL ASSISTANT

Filing Type Standard

Filing End
Date 05/16/2013

Filing End
Time 5:00 pm PST

General Information **" DO NOT APPLY ON-LINE"**
Interested individuals should email their resume, letter of interest, last two (2) performance evaluations, and last two years of master time cards by 5:00 pm on Thursday, May 16, 2013 to:

Email directly to:
Patsy Ayala
payala@dmh.lacounty.gov
(213) 351-7700

Requirements Interested individuals who have passed their initial probationary period and currently hold the payroll title of Senior Departmental Personnel Assistant are encouraged to apply.

Desirable
Qualifications

- Highly skilled in working with the eHR system, ePAR system, MS Office, Word, Excel, and Outlook.
- Strong administrative and organizational skills.
- Ability to multi-task, prioritize multiple assignments and meet deadlines.
- Strong verbal and written communication skills.
- Ability to represent the Department well and communicate effectively with others in the public and private sectors.

Duties

- Process non-compensated personnel categorized as volunteers, interns, contractors, etc.
- Maintain non-compensated personnel data base and records.
- Process a variety of electronic Personnel Action

Request (ePARs).

- Conduct new hire orientation.
- Verify employment eligibility using the E-Verify System.
- Utilize the eHR systems for data entry of new hires, promotions, transfers-in, demotions, job changes, and adding or deleting bonuses.
- Department of Justice certified fingerprint roller to perform Live Scan background checks for employees, candidates, and non-compensated personnel.
- Utilize the California and Federal Office of Inspector General websites to check candidates for suspended provider status.
- Respond to inquiries from Department managers, supervisors, employees, and the public concerning benefits, MOU provisions, Civil Service Rules, and Department policies and procedures.
- Calculate and explain salary changes for promotions, job changes, and demotions.

Vacancy Information **The vacancy is in the Department of Mental Health, Human Resources Bureau, Processing Unit.**

Available Shift Day

Contact Name Patsy Ayala

Contact Phone (213) 351-7700

Contact Email payala@dmh.lacounty.gov

Job Type Technicians

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